



RICK CLAYBURGH
COMMISSIONER

STATE OF NORTH DAKOTA

OFFICE OF STATE TAX COMMISSIONER

STATE CAPITOL, 600 E. BOULEVARD AVE., DEPT. 127, BISMARCK, NORTH DAKOTA 58505-0599

701-328-2770

FAX 701-328-3700

Hearing/Speech Impaired 800-366-6888 (TTY Relay North Dakota)

<http://www.ndtaxdepartment.com>

Request For Copies Of Tax Returns

The Office of State Tax Commissioner retains tax returns for **three years**. The copies that you request will be provided within 10 working days from the date of your request. You will receive a complete copy of your return(s) that we have on file for you. There is no charge for this service. A photo ID is required if the return(s) will be picked up in our office.

Date Requested	Daytime Phone Number	Hours that you can be reached at this number
Year(s)	<div>Will Pick Up</div> <div>Please Mail</div>	
Taxpayer's Name: (last name, first name, middle initial)		Social Security No.
Spouse's Name (last name, first name, middle initial)		Social Security No.
Mailing address		
If you want a copy of your return(s) mailed to or picked up by someone other than yourself, provide that person's name and address.		

PLEASE
SIGN
HERE

Signature of Taxpayer
(Do not print)

Date

For Office Use Only

_____ Enclosed is a copy of your tax return(s) for the year(s) requested.
_____ From our available information, we find no record of a state return filed under the above social security number or name for the year(s) requested.
_____ We have not completed the processing of the current tax year's returns.
_____ Return(s) for the following year(s) are unavailable. _____ We are only requested to keep tax returns on file for 3 years.
Return(s) were picked up by:

Signature

Date

Instructions:

North Dakota state law prohibits our office from releasing any information on a tax return unless the taxpayer provides written authorization.

This form must be completed and signed by you before we can release any returns. You may mail this form to the Office of State Tax Commissioner, State Capitol, 600 E. Boulevard Ave., Bismarck, ND 58505-0599 or fax this request to 701-328-1942.

You may choose to pick up your returns at our Bismarck office, located in the State Capitol Building on the 16th floor. You will be required to produce a picture ID, such as a driver's license. If someone else will be picking up your return(s), you will need to provide that person's name in the space above. That person will also need to provide a photo identification.

Please note that it is the taxpayer's responsibility to keep copies of all federal and state income tax returns filed. If you are audited, it is important to have copies of prior years' returns. You may also need copies when applying for a loan.